

## Terms and Conditions

The Terms and Conditions outline expectations for users of the space (“Users”) at the Innovation Quarters.

### Acceptable Use

Meeting rooms, coworking desks and common areas at the Innovation Quarters are designed to meet business and professional needs in the community. Private parties and crafting classes are not permitted in meeting rooms. Retail sales are not permitted from the Innovation Quarters. Innovation Quarters staff will review rental requests to ensure that they comply with these Terms and Conditions.

### Availability

Coworking desk rentals are available between 8:30 a.m. to 4:30 p.m., Monday to Friday. Coworking desk rentals are available to be booked by day or month in advance on a first come, first served basis. Long term availability of coworking desks beyond the reservation indicated in the Rental Agreement is not guaranteed and priority will be given to members of the Innovation Quarters’ incubation program.

Meeting room rentals are available between 8:30 a.m. to 4:30 p.m., Monday to Friday. Evenings and weekend rentals are available at an additional cost with advanced notice required. Meeting rooms must be booked in advance on a first come, first served basis.

All meeting rooms and coworking desks must be vacated no later than the time indicated in the Rental Agreement.

### Confirmation

Meeting room and coworking desk rentals are not confirmed or guaranteed until receipt by the Innovation Quarters of a completed and executed rental agreement. You will receive confirmation of your booking once the rental agreement has been received, reviewed and approved.

### Insurance

Users who rent a meeting room or coworking desk at the Innovation Quarters must provide a Certificate of Insurance with the City of Greater Sudbury listed as an additional insured prior to using the rental. The certificate can be requested at no additional cost from the User’s existing insurance provider. If the User does not have an existing insurance provider, a Certificate of Insurance may be available to be purchased at <https://greatersudbury.instantriskcoverage.com/policy/new/>. Failure to provide a Certificate of Insurance will result in the cancellation of the rental.

### Payment

Payment for rentals must be made prior to the use of the meeting room or coworking desk. Failure to pay for the rental as described in the Rental Agreement will result in the cancellation of the rental.

### Cancellation Policy

Coworking desk rental cancellations less than 24 hours and meeting room cancellations less than 48 hours prior to the rental time will be charged 100% of the total rental fee. Multiple cancellations may result in a loss of ability to book coworking desks or meeting rooms in the future. Where the User has made catering arrangements, the User is responsible for all charges and clean up, where applicable.

**Fee Schedule**

Fees for 2023 are detailed below and include HST as per the City of Greater Sudbury's "User Fees By Law".

<b><u>Meeting Room Rental</u></b>	
Catalyst Boardroom	
Room Rental Per Hour	\$24.00
Room Rental Per Day	\$170.00
Validation Room	
Room Rental Per Hour	\$16.00
Room Rental Per Day	\$113.00
Discovery Room	
Room Rental Per Hour	\$16.00
Room Rental Per Day	\$113.00
Ideation Room	
Room Rental Per Hour	\$14.00
Room Rental Per Day	\$102.00
<b><u>Evenings, Saturday and Sunday</u></b>	
Additional Per Hour	\$17.00
<b><u>Monthly Coworking Members and Community Groups and Not-For-Profits Meeting Room Rental</u></b>	
Catalyst Boardroom	
Room Rental Per Hour	\$18.00
Room Rental Per Day	\$127.00
Validation Room	
Room Rental Per Hour	\$12.00
Room Rental Per Day	\$85.00
Discovery Room	
Room Rental Per Hour	\$12.00
Room Rental Per Day	\$85.00
Ideation Room	
Room Rental Per Hour	\$10.50
Room Rental Per Day	\$76.00
<b><u>Evenings, Saturday and Sunday</u></b>	
Additional Per Hour	\$12.50
<b><u>Room Rental Add-Ons</u></b>	
Adhesive Flip Chart (each)	\$11.50
Portable Teleconference System	\$11.50
Food Service	Actual + HST + 10% administration fee

<b>Coworking Desk Rental</b>	
Coworking Drop-In Rental Per Day	\$28.00
Coworking Basic Membership Per Month	\$225.00
Coworking Advanced Membership Per Month	\$285.00
Coworking Pro Membership Per Month	\$790.00
<b>Meeting Room Cancellation Fees</b>	
Notice Provided More than 48 Hours Prior to Reservation	N/A
Notice Provided Less than 48 Hours Prior to Reservation	Full Rental Rate Applies
<b>Coworking Desk Cancellation Fees</b>	
Notice Provided More than 24 Hours Prior to Reservation	N/A
Notice Provided Less than 24 Hours Prior to Reservation	Full Rental Rate Applies
<b>Replacement Fees</b>	
Locker and Filing Cabinet Key Replacement	\$16.00



**Coworking Packages**

Each coworking station is equipped with a desk, mobile filing cabinet and chair. Users must provide all other equipment and supplies.

Coworking Drop In	Coworking Basic Membership	Coworking Advanced Membership	Coworking Pro Membership
<ul style="list-style-type: none"> <li>• Access to a shared desk space for the day, as available</li> <li>• Access to space during normal operating hours from 8:30 am to 4:30 pm on Monday through Friday (except holidays)</li> <li>• Ability to book on-site meeting rooms at a discounted Member rate</li> </ul>	<ul style="list-style-type: none"> <li>• Access to a shared desk space for a month, as available</li> <li>• Access to space during normal operating hours from 8:30 am to 4:30 pm on Monday through Friday (except holidays)</li> <li>• Ability to book on-site meeting rooms (10 hours per month as available)</li> <li>• Ability to book on-site meeting rooms beyond monthly allocation at a discounted Member rate</li> <li>• Dedicated locker</li> </ul>	<ul style="list-style-type: none"> <li>• Dedicated desk in open coworking space for a month</li> <li>• Dedicated mailbox and use of Innovation Quarters as business mailing address</li> <li>• Access to space during normal operating hours from 8:30 am to 4:30 pm on Monday through Friday (except holidays)</li> <li>• Ability to book on-site meeting rooms (16 hours per month as available)</li> <li>• Ability to book on-site meeting rooms beyond monthly allocation at a discounted Member rate</li> <li>• Dedicated locker</li> <li>• 2 Co-working Drop In Guest passes per month (expires monthly)</li> </ul>	<ul style="list-style-type: none"> <li>• Dedicated pod of space for up to 3 of 4 shared desk spaces for a month</li> <li>• Dedicated mailbox and use of Innovation Quarters as business mailing address</li> <li>• Access to space during normal operating hours from 8:30 am to 4:30 pm on Monday through Friday (except holidays)</li> <li>• Ability to book on-site meeting rooms (total of 20 hours per month for the team, as available)</li> <li>• Ability to book on-site meeting rooms beyond monthly allocation at a discounted Member rate</li> <li>• Dedicated locker</li> <li>• 4 Co-working Drop In Guest passes per month (expires monthly)</li> </ul>

### Equipment and Supplies

With 3 days' written notice to the Innovation Quarters, the following can also be provided for meeting room rentals:

- tea and coffee (no cost)
- flip charts
- portable teleconferencing equipment

Users must provide all other equipment and supplies.

Please note that all food items in the Innovation Quarters' kitchen not belonging to the User are **not** available for use or consumption.

### Unacceptable Behaviour

The Innovation Quarters is committed to providing a safe, comfortable and professional workspace that is inclusive and free of discrimination and harassment. Users are expected to contribute to an environment where people are treated in a courteous, professional, considerate and respectful manner. Accordingly, behaviour that is unruly, disruptive, unprofessional or inappropriate will not be tolerated. The Innovation Quarters reserves the right to remove or have removed individuals or groups that do not adhere to these Terms and Conditions.

### Confidentiality

Users may be exposed to information belonging to another user that is, in whole or in part, non-public, confidential or proprietary in nature. Users are not to use that information for their benefit and are obligated to maintain all information in strict confidence, including not disclosing to any third party.

### Guests

Users who rent a meeting room are permitted to have guests, as long as the guests are accompanied by the User at all times, except when waiting at the reception lounge. Guests are not permitted to use coworking desks.

### Solicitation

While networking and collaboration are encouraged, Users are not permitted to solicit other Users.

### Headphones

Users will use headphones and manage their volume when making telephone calls, video calls and listening to music to reduce distractions to others in the space.

### Conversation Volume

Users will be mindful of their conversation volume and are asked to use meeting rooms, lounge areas or other quieter areas, when possible, to avoid disruption.

### Alcohol

Users will not sell, serve, give away or use or permit to be sold, served, given away or used any beer, wine or liquor from the meeting room or any other location at the Innovation Quarters.

### Cleaning

Users are responsible to maintain the cleanliness of their rented space as well as any used common areas such as lounges and kitchen. Users must return meeting rooms, coworking desks and common areas to the state in which they were rented, including placing dishes in the dishwasher and disposing of all garbage in the receptacles provided at the Innovation Quarters.

### Damages

No adhesives, nails, hooks, screws or other damaging products are permitted to be used on furniture, fixtures, walls or floors.

Damages to Innovation Quarters property during rentals are the responsibility of the User who signs the Rental Agreement. The User will be invoiced for any cleaning, repair or replacement costs associated with the use of the space beyond normal wear and tear.

The Innovation Quarters and the City of Greater Sudbury are not responsible for any loss or damage to any contents or equipment or other property of the User. Users are using the Innovation Quarters at their own risk.

### Parking

The Innovation Quarters does **not** provide parking for Users. Metered parking and municipal parking lots are available throughout Downtown. For more information, please see:

<https://www.greatersudbury.ca/live/transportation-parking-and-roads/parking/downtown-municipal-parking/>

**Please note that parking is not available in the TD parking lot, the Brokerlink parking lot or behind 43 Elm Street.**

### Mail/Address Use

Users who purchase “Coworking Advanced” and “Coworking Pro” memberships and who are physically present in the space on a regular basis may use the Innovation Quarters address as their own business address through the duration of their rental. The Innovation Quarters will not accept mail for other Users. Mail must be addressed to the User’s name or Company Name, along with full mailing address, namely Innovation Quarters, 180-43 Elm Street, Sudbury, ON, P3C 1R7. The Innovation Quarters does not accept “postage due” or “cash on delivery” items and is in no way responsible for any customs services or brokerage charges associated with any package. Users must retrieve mail and parcels within 10 business days.

Mail and parcels are considered as delivered upon their placement in the assigned mailbox and the Innovation Quarters is relieved of any further responsibilities.

Users will not use the Innovation Quarters address as a business address for any unlawful, illegitimate or fraudulent purpose prohibited by federal, provincial or municipal legislation.

### Use of Internet and Prohibited Activities

Users are subject to federal, provincial and municipal legislation regulating internet use, including provisions of the Criminal Code regarding obscenity, child pornography, sedition and incitement of hate. Use of the internet

at the Innovation Quarters for illegal purposes is prohibited and may result in prosecution. The Innovation Quarters does not endorse or assume responsibility for violations of the Criminal Code. Violations of this policy may result in the suspension of rental privileges and exclusion from the Innovation Quarters.

### **Indemnification**

Users shall indemnify and save harmless the City, its elected and unelected officials, officers, employees and agents (the "Indemnified Parties") from and against all costs (including, without limitation, legal fees, disbursements and administrative costs), claims, actions, losses, injuries, expenses, damages, fines, judgments or recoveries suffered by or made, brought or recovered against the Indemnified Parties, or any of them, resulting from the rental and use of any meeting room and/or coworking desk and/or their attendance at the Innovation Quarters.

